



2600 Bull Street
Columbia, SC 29201-1708

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Procedures for Licensing Day Care Facilities for Adults

The purpose of this memorandum is to outline the steps you must follow to secure a license to operate a day care facility for adults in South Carolina.

It is anticipated that by reviewing thoroughly the procedures and requirements described in the enclosed Sequence of Events for Licensure, and in Regulation 61-75, *Standards for Licensing Day Care Facilities for Adults*, it will facilitate the licensing of your facility.

Should you have any questions or require additional information or assistance, please call 803-545-4370.

DG:GM:db

Enclosures (Also located on Website at <http://www.scdhec.net/hr/licen/memo4p.htm>)

1. Sequence of Events for Licensure
2. Outpatient Application for Licensure
3. Obtaining Construction Plans for Review
4. Final Inspection Documentation Checklist
5. Plan Review and Construction Inspection Checklist **(Not Available At This Time)**
6. Health Facilities Construction Regional Boundary Map
7. Criminal Background Checks for Direct Caregivers
8. Regulation 61-75